



Terms of Reference

Post Title: Consultancy for Editing of Energy Related Policy Documents in English/French/Portuguese

Type of Contract: Consultancy

Duration: To be completed by the 31st of January 2016

Duty Station: Home Based

Deadline of submission: 29th November 2015

I Background

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) is a specialized organization of the Economic Community of West African States (ECOWAS) with the mandate to contribute towards the sustainable development of the West African region through the establishment of enabling environments for renewable energy and energy efficiency market development.

In July 2013, the Authority of ECOWAS Heads of State and Government renewed its commitment to the provision of access to sustainable energy services in West Africa by adopting the ECOWAS Renewable Energy Policy (EREP) and the ECOWAS Energy Efficiency Policy (EEEP).

The policies include a broad range of RE&EE measures to be implemented at regional and national levels, and represent the ECOWAS contribution to the achievement of the Sustainable Energy for All (SE4ALL).

In order to implement the regional RE and EE policies and the SE4ALL Initiative in West Africa, ECREEE has developed a regional framework for the development, implementation and monitoring of National Renewable Energy Action Plans (NREAPs), National Energy Efficiency Action Plans (NEEAPSs), and SE4ALL Action Agenda to ensure attainment of the regional targets by 2020 and 2030 in the ECOWAS Member States.

This framework was discussed and adopted by the Member States at a regional meeting held in March 2014 in Abidjan, La Côte d'Ivoire. Since then, comprehensive action plans

ECOWAS CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY
CENTRO PARA AS ENERGIAS RENOVÁVEIS E EFICIÊNCIA ENERGÉTICA DA CEDEAD
CENTRE POUR LES ENERGIES RENOUVELABLES ET L'EFFICACITÉ ÉNERGÉTIQUE DE LA CEDEAD

have been developed by all ECOWAS countries. These Action plans are now being finalized and require editing before being published.

II Scope of the Work

ECREEE is seeking to recruit a resourceful agency, company or individuals who provide proofreading and editing services for energy-related policy documents namely, the National Renewable Energy Action Plans (NREAPs), National Energy Efficiency Action Plans (NEEAPSs), and SE4ALL Action Agenda which have been developed by the 15 ECOWAS countries. The consultant will carefully and meticulously examine, and edit documents, scrutinize for wordiness, repetitions, clarity, punctuation, grammatical usage and factual errors, inconsistencies, and unsightly production problems that could confuse and/or mislead readers. Minor changes to the action plan should be inserted as tracked changes in the text (version 1), whereas recommendations for more substantial changes that may require discussion with and approval by the respective government will be made in a separate version (version 2).

In addition to the Action plans, the consultant is requested to edit the website content of the newly developed SE4ALL Website where all the Action Plans will be published. The task shall be carried out to ensure that the text is easy to read, the words are clear, concise and straightforward, and free of unnecessary technical jargon, management-speak and long-winded phrases as well as texts free of typos and errors.

III Activities, Deliverables and Time Schedule

The following activities, deliverables and tentative timeline are foreseen as shown in the table.

No.	Activities	Language
1	Edit 3 Action Plans of Sierra Leone	English
2	Edit 2 Action Plans of The Gambia	English
3	Edit 3 Action Plans of Nigeria	English
4	Edit 3 Action Plans of The Liberia	English
5	Edit 3 Action Plans of Ghana	English
6	Edit Website text in English	English
7	Edit 3 Action Plans of Cabo Verde	Portuguese
8	Edit 3 Action Plans of Guinea Bissau	Portuguese
9	Edit 2 Action Plans of Burkina Faso	French
10	Edit 3 Action Plans of Benin	French
11	Edit 3 Action Plans of Mali	French
12	Edit 3 Action Plans of Niger	French
13	Edit 3 Action Plans of Togo	French

14	Edit 3 Action Plans of Senegal	French
15	Edit 3 Action Plans of La Côte d'Ivoire	French
16	Edit 3 Action Plans of Guinea	French
17	Translate Website text into French	French

IV Reporting and Coordination

The company/individuals will report directly to the SE4ALL and Policy team and will provide regular updates on the process of the work. Strict adherence to deadlines will need to be met.

V Location of Technical Services and Missions

The assignment is home-based, with constant communication and knowledge exchange with ECREEE projects officers through Skype, telephone, email, etc. No travels are envisaged in the region.

VI Language of Work

The day to day working language with the project team is English. For the editing services, native speakers of the respective languages are required.

VII Form and Evaluation of Proposals

Quotations will be evaluated according to best value for money principle.

<u>QUALIFICATION REQUIREMENTS</u>	<u>EVALUATION CRITEREA</u>
<p><u>Profile of Consultant/Team</u></p> <p>The consultant/team is expected to have the following profile:</p> <ul style="list-style-type: none"> • Company, institution or individual consultant • Demonstrated knowledge of and experience in editing energy related texts • Previous involvement of the person/team in complex assignments with a similar scope and focus; <p><u>FORMAL AND LEGAL REQUIREMENTS</u></p>	<p>The best offer will be determined as follows:</p> <p><u>80% Quality of technical part</u></p> <ul style="list-style-type: none"> - Qualification of consultant/team; - Quality and quantity of track-record of work experience in the required field; - Quality of proposed methodology: shows clear understanding of all technical aspects related to services requested. It provides a plan and gives an outlook on the provided solutions to achieve the set objectives and meet all the requirements - Experience in the respective energy terminology

- Licenses/Authorizations/Quality- Standards: The Contractor should provide a copy of relevant licenses and/or authorizations, where applicable, enabling the individual/company to perform the required services/work required; include quality standards if applied;
- All working files will become the property of ECREEE;

20% Financial part

For the evaluation of the best financial offer the following costs will be considered:

- a. Personnel Costs: budget table according to the expert diagram (showing the individual daily fees of experts in Euro; inclusive of all taxes, duties, contract tax, service tax, VAT etc.).

VIII Terms of Payment

Payments will be made in line with prior agreed time schedule and are done based on actual edited numbers of pages submitted to and accepted by ECREEE.

No final payment will be made where there is outstanding information/work by the service provider/s.

IX Form of Proposal and Procedures for Submission

Proposals should clearly state the unit costs of editing per ACTIVITY (see numbering above). Companies who offer a package of all activities in the three languages shall still outline the cost per activity.

Price quotations should be made based on an average of 80 pages per Action Plan. Quotations should clearly outline the costs per page! Prices per page should be based on a maximum number of 700 words per page. The agreed cost per page will be applied throughout the contract and are not flexible.

ECREEE reserves the right to amend the scope and timeline of requested services any time before the contract is issued.

Price offers should also clearly outline the languages in which the editing is offered.

Editing process is expected to be completed by the 31st of January 2016, however a detailed timetable will be agreed during contract negotiations.

Kindly submit your proposal latest by 29th November 2015, 17:00 (Cape Verde Time) to: ECOWAS Centre for Renewable Energy and Energy Efficiency
Achada Sto. António, ECREEE Bld, 2nd Fl. C.P 288, Praia, Cabo Verde

Ref. Consultancy for Editing Action Plans



Or

Submit your proposal via email (individual email size not exceeding 10 MB) at:

Tender@ecreee.org.

In case of any clarifications / doubts - please write to policy@ecreee.org with subject-line 'Query on Quotation for editing and proofreading, design and layout". We are unable to answer queries by telephone.

The selection of the qualifying proposals will be at ECREEE's sole discretion. ECREEE does not bind itself to accept any particular bid/proposal, and reserves the right not to appoint the service provider.